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RECORDS CENTER

ADDITION

Approved For Release 2001/08/30 : CIA-RDP72-00450R000100160004-1

26 MAR 1968

MEMORANDUM FOR: Chief, Support Services Staff, DDS

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SUBJECT : Proposed Expansion CIA Records Storage Facility,
[REDACTED]

1. Reference is made to the recent discussions concerning a possible requirement for expansion of the CIA Records Storage Facility at [REDACTED]
[REDACTED]

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2. A feasibility (or concept) study by an Architect-Engineer (A&E) firm of possible solutions to this expansion problem would provide the following information:

a. An evaluation of the different possible sites for the building, e.g., [REDACTED] versus [REDACTED] and even of different possible sites [REDACTED]

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b. Building concept drawings for one or more of the possible sites which would include:

(1) A site plan showing building location, walks, drives, parking lots, etc.

(2) A floor plan - one or more elevations, a perspective view, one or more cross sections

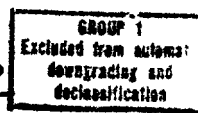
(3) Narrative description of the type construction proposed, e.g., reinforced concrete and/or steel frame, type of finishes, etc.

(4) Description of significant electrical and mechanical aspects of the proposed building - air conditioning, electric power and other utility services

(5) Comments on unusual or difficult aspects of construction, e.g., possibility of extensive rock excavation or other foundation problems - based on appropriate soil borings and analysis

c. A comparative analysis of the advantages and disadvantages of each site for which concept drawings are prepared with accompanying budgetary cost estimates and estimates of construction time.

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d. A recommendation as to the best choice of building site and building configuration, considering all aspects of the problem.

3. This type of evaluation is based on the Agency's stated requirements for the proposed facility, which must identify certain such minimum essential data as:

a. Area and/or volume of space required and the different uses of the space - offices, storage, etc.

b. Functions which building will serve including work flow patterns, expected number of personnel normally working in building

c. Specialized aspects of construction due to security considerations

d. Allowances to be made for possible future expansion

e. Special heating, ventilating or air conditioning requirements such as humidity control needed

f. Any other special limitations, e.g., can building be multi-story or is single story essential to the operation

4. If the Agency does pursue its evaluation of the possible expansion of the Records Facility, I definitely recommend that a feasibility study of this type be performed by a qualified A&E firm, before we reach a final decision as to type of building and proposed location. The firm can be appropriately cleared to the extent necessary.

5. If the Real Estate and Construction Division, OL can be of further assistance, please let me know.

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Chief
Real Estate and Construction Division

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Distribution:

Orig & 1 - Addressee

① - CIA Records Officer [REDACTED]

1 - OL/PS

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1 - D/L

1 - OL/RECD Project

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(25 March 1968)

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